



VACANCY ANNOUNCEMENT

Position Title: Director of Financial Aid

Position #: 400290

Position Status: Full-Time

Reports To: Vice President for Student Affairs

POSITION SUMMARY:

The Director of Financial Aid provides strategic leadership, regulatory oversight, and operational management for all federal, state, and institutional financial aid programs at Otero College. In accordance with 34 CFR 668.16(b)(1), this position ensures the compliant administration of all Title IV HEA programs and coordinates them with other financial assistance sources to support student access, retention, and success.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership and direction for the daily operations and long-term planning of the Financial Aid Office.
2. Administer all Title IV, state, and institutional financial aid programs, ensuring compliance with federal and state regulations.
3. Oversee financial aid processing, packaging, disbursement, and reconciliation of aid with the Business Office.
4. Develop and maintain financial aid policies and procedures; ensure staff training and office compliance with administrative capability standards.
5. Monitor and submit required reports, including FISAP, IPEDS, SURDS, ECAR, PPA, and state grants; manage data integrity of Department of Education files.
6. Evaluate and process appeals and exceptions, including Satisfactory Academic Progress (SAP), Dependency Overrides, Professional Judgments, and CASFA applications.
7. Lead the implementation and administration of state legislative initiatives such as Colorado Promise, FosterEd, EmpowerEd, Opportunity Next, Career Advance Colorado, and others.
8. Serve as a resource to students and families, offering financial literacy education and assistance with aid eligibility, applications, and awards.
9. Collaborate with campus departments including Admissions, Academic Affairs, Student Services, and Athletics to support enrollment and student success.
10. Act as institutional liaison to local high schools regarding financial aid awareness and outreach.
11. Represent Otero College in state and system-level financial aid committees and external events.
12. Maintain effective communication with federal and state agencies, CDHE, CCCS, and professional organizations.
13. Participate in institutional committees as assigned by the VP of Student Affairs
14. Attend mandatory supervisory and financial aid training to ensure knowledge of evolving regulations and best practices.
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- Customer service background/experience
- Occasional long and irregular hours necessitated by special projects, compliance with deadlines, length of institutional day and week, and committee service.

PREFERRED QUALIFICATIONS:

- Experience or strong educational background in finance
- Experience administering and/or interpreting policies and regulations.
- Strong computer skills
- Experience with data collection, analysis and reporting.
- Strong organizational, verbal and written communication, interpersonal and decision- making skills
- Ability to multi-task and follow through
- Knowledge of Banner, the student data management system used by Otero College
- Ability to work cooperatively and effectively with diverse student populations
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

SALARY:

\$56,000 - \$64,000 with an excellent and competitive benefit package including retirement, health, vision, dental and life insurance, sick and personal leave. [Benefit Information](#)
12-month renewable position.

APPLICATION INSTRUCTIONS**For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

APPLICATION DEADLINE

Open Until Filled – priority will be given to applications received by June 27, 2025

POSITION START DATE:

ASAP

Submit Application Packet To:

Otero College
Attn: Kelsey Barbee
Director of Human Resources

1802 Colorado Ave
La Junta, CO 81050
FAX: (719) 384-6947

Or Email To: kelsey.barbee@otero.edu

Inquiries May Be Directed To:

Kelsey Barbee
(719) 384-6824

Applicants must submit to and pass a background check and fingerprinting before an offer of employment can be extended.

*****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.*****

*****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. *****

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policy 3-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran status or military status, pregnancy status, religion, genetic information, gender identity, gender expression, sexual orientation, or any other protected category under applicable local, state, or federal law (also known as "civil rights laws") including protection against retaliation and for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies, in its employment practices or educational programs and activities. Otero recognizes that the quality of instruction and educational opportunities for all are enhanced when the diversity of the community served is represented in the student population and workforce. Otero also recognizes that women, minorities, veterans and individuals with disabilities have been historically underutilized in the higher education workforce.

The College has designated Mike Rager, Director of Civil Rights and Investigations as its EO/TITLE IX COORDINATOR and Kelsey Barbee, Director of Human Resources as its AFFIRMATIVE ACTION (AA), OFFICER with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Kelsey Barbee, Director of Human Resources at 719-384-6824, kelsey.barbee@otero.edu, or 1802 Colorado Ave. McDivitt Hall RM# 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

The Federal Cleary Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero College, as well as public property within, or immediately adjacent to and accessible from, our campus.

Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet

Qualified protected class individuals are encouraged to apply

Otero College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

ABOUT OTERO COLLEGE:

Founded in 1941, Otero College is an accredited Hispanic Serving Institution and is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. Otero is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at Otero can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at Otero include:

- Advanced Ag/Business Management
- ABM Financial Analysis
- Ag/Business Marketing and Risk Management
- ABM Records and Business Planning
- Rural Business Entrepreneurship
- Cosmetology
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Intro to Horticulture
- Horticulture
- Emergency Medical Technician
- EMT Intermediate
- Community Health Worker
- Law Enforcement Training Academy
- Livestock Production
- Agriculture Production Management
- Artificial Insemination
- Nurse Aide
- Practical Nursing
- Phlebotomy
- Oxyacetylene
- Welding Fundamentals I
- Welding Fundamentals II
- Welding Production

Advanced Welding Pipe

Advanced Welding Railroad

To learn more about Otero College, visit the college's website at www.otero.edu.

OTERO MISSION STATEMENT:

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.